

CSC Adopted: October 2001, CSC Revised: _____**Class Title: Electrician II****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Installs and maintains lighting and electrical systems. Fills special project requirements and new construction. Assists with the management of projects. Performs other duties as needed.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	H	Installs and maintains lighting and electrical systems by installing systems, circuits and conduits, troubleshooting and repairing circuits, changing ballasts in light fixtures, replacing switches, receptacles and light fixtures, pulling data and communication cable, following strict tool and inventory control procedures, relamping with new lamps, cleaning lens, replacing and repairing lighting internal components and troubleshooting.
2	M	Fills special project requirements and new construction by running new circuits for receptacles, wiring and splicing in strings of lighting, testing and retesting lighting for on/off of all facilities at the same time, installing time clocks, contractors, photocells, including wiring, conduits, boxes, fittings and installing new fixtures in elevators.
3	L	Assists with the management of projects by planning installation, gathering information and estimates from contractors, procuring materials and supervising employees.
4	L	Performs other duties by hanging banners and flags, testing and repairing pneumatic jail doors, cocksets and control panels, testing and installing cameras, monitors and television systems and installing telephone and data equipment.

CSC Adopted: October 2001, CSC Revised: _____**CLASS REQUIREMENTS:**

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with six months/one year of advanced study or training past the high school equivalency. Junior college, vocational, business, technical or correspondence schools are likely sources. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
Experience	Two years experience as an Electrician.
Certifications and Other Requirements	Valid Driver's License, State Journeyman Electrician's License
Reading	Work requires the ability to read product catalogs, technical manuals and materials and blueprints.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write vendor quotes, requisitions, and progress reports.
Managerial	Managerial responsibilities include occasional direction of crew leaders and co-workers and planning tasks with contractors and/or vendors.
Budget Responsibility	N/A
Supervisory / Organizational Control	Work requires the occasional direction of helpers, assistants, seasonal employees, interns, volunteers or temporary employees.
Complexity	Work involves choices of action within limits set by standard practices and procedures. Professional judgment is required to apply the proper course of action.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

CSC Adopted: October 2001, CSC Revised: _____**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	Light	Medium X	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	C	Ladder, maintenance and repair of electrical and lighting, inspection of equipment
Sitting	O	Telephone use, bench work repair, fixing light fixtures
Walking	C	To/from job site
Lifting	C	Ladders, tools, ballasts, lamps, fixtures, signs, smoke detectors, fire alarms, entrance and exit lighting fixtures, time clocks
Carrying	C	Ladders, tools, ballasts, lamps, fixtures, signs, smoke detectors, fire alarms, entrance and exit lighting fixtures, time clocks
Pushing/Pulling	F	Ladders, on/off vehicle, push cart
Reaching	C	From ladders to light fixtures
Handling	C	Ladders, tools, ballasts, lamps, fixtures, signs, smoke detectors, fire alarms, entrance and exit lighting fixtures, time clocks
Fine Dexterity	F	Working with small parts or equipment
Kneeling	O	To work on receptacles
Crouching	O	To work on receptacles
Crawling	O	Working on attendants booths
Bending	C	Maintenance of light fixtures
Twisting	C	Maintenance of light fixtures
Climbing	C	Ladder
Balancing	C	On ladder, when carrying heavy objects
Vision	C	Maintenance or repair of electrical or lighting fixtures, or other equipment, inspection, driving
Hearing	C	Co-workers, supervisor, vendors, crew leaders, patrons, associates, machine noise, equipment noise
Talking	C	Co-workers, supervisor, vendors, crew leaders, patrons, associates
Foot Controls	F	Driving, bending conduit
Other (specify)	N	

CSC Adopted: **October 2001**, CSC Revised: _____**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Drill motors, hammer drill, pipe benders, hole saws, hand tools, screwdrivers, pliers, hacksaw, hammer, testers

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS		PRIMARY WORK LOCATION	
Mechanical Hazards	N	Dirt and Dust	D	Office Environment	--
Chemical Hazards	N	Extreme Temperatures	S	Warehouse	--
Electrical Hazards	D	Noise and Vibration	D	Shop	--
Fire Hazards	N	Fumes and Odors	D	Vehicle	--
Explosives	N	Wetness/Humidity	S	Outdoors	X
Communicable Diseases	M	Darkness or Poor Lighting	M	Other (see 2 below)	X
Physical Danger or Abuse	D				
Other (see 1 below)	N				

(1)

(2) Garages, attendant booths, parking lots

PROTECTIVE EQUIPMENT REQUIRED:

Safety shoes/boots, safety glasses/goggles/eye protection, safety cones, barricades

NON-PHYSICAL DEMANDS:

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NON-PHYSICAL DEMANDS	
Time Pressures	O
Emergency Situations	R
Frequent Change of Tasks	O
Irregular Work Schedule/Overtime	R
Performing Multiple Tasks Simultaneously	O
Working Closely with Others as Part of a Team	O
Tedious or Exacting Work	F
Noisy/Distracting Environment	F
Other (see 3 below)	N

(3)